

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Public Health HANDS Manager		
<b>TITLE CODE:</b> 1540	<b>SERIES:</b> Program Management Series	
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$18.08-\$23.00</b> <b>GRADE: 21</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.	
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director or other appropriate program supervisor or staff assigned.		
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT		

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Direct, plan, organize, establish and implement program goals and objectives of a full range of public health services with focus in Health Access Nurturing Development Services (HANDS). This position will be at the regional level, local level with primary focus in HANDS over multiple counties or at the local level in HANDS and other complex programs and services in a very large or multiple county areas. Supervise or manage the work of technical, non-technical, professional, clerical personnel which includes supervisors.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Master's Degree in Public Health, Public or Business Administration or Human Service related degree.

**EXPERIENCE:** Two (2) years of progressive responsibility in a supervisory or management capacity in a community or public health organization that included specific experience in public health programs.

**SUBSTITUTION CLAUSE:** See below.

**EDUCATION:** None

**EXPERIENCE:** Associates Degree in Nursing and four (4) years health experience or Bachelor's degree and two (2) years of experience in public or community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities which will substitute for the required education.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must be a licensed Social Worker or licensed Registered Nurse in KY or compact state to supervise and conduct performance evaluations for staff that delivers direct services. Must meet education and/or experience requirements per 902 KAR 4:120 if position will have additional duties of conducting Parent Visit/Assessments.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS AS OUTLINED IN 902 KAR 4:120 AND WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Interview, hire, assign, direct and may evaluate performance and conduct discipline of staff. Monitor and mentor staff as expert source promoting team building/positive working environment and use of effective decision making skills as expert source/consultant in assigned areas of specialization, providing effective feedback to subordinate staff setting goals for improvement. Conduct or facilitate agency meetings, provide program assistance and consultation, in-service education to program staff or required agencies within the community in the determination of financial or program eligibility and billing. Prepare and accurately document case records and reports, and use appropriate resources to ensure compliance with federal, state, and local regulations and policies. Develop and promote effective relationships using appropriate communication skills within the community, local or state agencies or other health care providers concerning individual family plans and administrative matters. Manage and determine authorization of budget expenditures or act as liaison with funding authority within departmental fiscal unit which may monitor and evaluate program services through quality assurance audits. May prepare grant proposals, collection and analysis of statistical data for program services, health promotion/health education services and training programs consistent with agency objective. May also conduct Parent visit assessments or home visits when necessary so long as program requirements are met.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work will require travel to family homes or within the community setting when not in the agency office.

### ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 9-6-10

**DATE OF LAST REVISION:**

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.